



Stainton C of E Primary School

**Parent Pay Policy and Procedures
Lunches/Breakfast Club/Afterschool
Club**

2025 /2026

Approved by¹	
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Date:	December 2025
Review date²:	September 2026

Stainton Stars breakfast (BC) and afterschool clubs (ASC) are here to provide wrap-around care for our children and families. As part of this we provide a range of creative and fun activities in a safe environment.

Breakfast club is available from 8am until 8.30am with Afterschool club available from 3.15pm to 5.30pm.

All parents/carers with children attending Breakfast and Afterschool club must adhere to the terms of this policy and the associated terms and conditions.

School lunches are also booked through Parent Pay and are linked to the booking and cancellation policies.

Costings as of January 2026

- Breakfast Club – 8am – 8.30am - £2 per session
- Afterschool club – 3.15pm – 4.30pm - £4 per session
3.15pm – 4.30pm - £7.50 per session
- School lunches - £3 per lunch
- Stainton CE Primary School reserve the right to change the prices. If this does happen school will provide at least a months' notice.

Booking

- Lunches, Breakfast club and Afterschool club are to be booked using Parent Pay.
- Lunches and Afterschool club can be booked up until 8am on day.
- Breakfast club needs to be booked by 4pm the previous day.
- **All nursery** children must be booked in by 4pm the day before, this is to ensure the correct staffing ratios.
- Bookings and cancellations are to be done through Parent Pay, all places are subject to availability and safe staffing ratios. Last minute bookings are welcome but there is no guarantee of availability.
- Children's attendance is recorded daily. Collection times are logged. If your child has not been correctly booked then we reserve the right to correct the booking.

Breakfast Club

- Parents are to use the bell at the front door. A member of staff will let your child in. With nursery, reception, year 1 a parent can accompany the child into breakfast club. Years 2-6 can walk through the hall themselves.
- 8am – 8.20am Children will be offered breakfast, either toast, cereal or fruit. If you are concerned with regards to dietary requirements please speak to the office. There will be a series of activities that the children can take part in.
- 8.20am -8.30am – any children arriving at this time will be offered fruit. This will be tidy up time and encouraging children to take responsibility for the resources they have been playing with.
- 8.30am – Years 1-6 will collect their bags and report to their classrooms in preparation for school starting at 8.45. Nursery and reception are escorted to their classroom by a member of staff.

Afterschool Club

- Children in nursery and reception will be escorted by a member of staff to ASC.
- Children in years 1-6 will be directed to ASC by class teachers.
- Staff will take a register and will liaise with the class teacher/school office to reason why a child is not accounted for.
- Children will be offered a snack (fruit/veg, cereal, toast, biscuits). Please refrain from sending snacks into school as we like all the children to have the same healthy snacks.
- Children can then choose from a range of play and planned activities, these can be both indoors and outdoors.
- Children can be collected at any point between 3.15pm and 5.30pm. Parent/carers will need to ring the bell at the front of school, the child will collect their belongings and be escorted to the front door. The timings will then be logged. Children will only be released to someone over the age of 16. Sometimes the child can be outside if this is the case please use the board to the left of the front door.
- Children in year 5 and 6 can walk home on their own but this must be agreed prior to attending the session.

Behaviour

While children are attending Breakfast and Afterschool club they are expected to adhere to the rules of Stainton Primary School. This means they will:

- 'Love one another as I have loved you,' John 13:34.
- Use socially acceptable behavior;
- Respect one another, accepting differences of race, gender, ability, age and religion;
- Choose and participate in a variety of activities;
- Ask for help if needed.

First Aid

- All accidents will be recorded in line with the school policy.
- Accident records will include date, time, nature of the accident, details of the child involved, type and location of the incident, action taken and by whom.
- All incidents are dealt with by a qualified first aider.
- Upon collection parents will be informed of any incidents.
- Parents of any child's who becomes unwell during BC/ASC will be contacted immediately. If a child is sent home during the school day ASC will be informed and cancelled by the office.

Missing or uncollected children

Missing Children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior staff will be informed of the missing child.
- Club staff will search the inside of the building and delegate an outside search of the building to members of school staff.

- If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 5.30pm parents will be contacted by telephone.

At 5.45pm the additional emergency contacts provided will be contacted.

If these contacts are unavailable after approximately one hour (6.30pm), the Police and Social Services will be informed and the child will be taken into Social Care until the parents/carers can be located.

Terms and conditions

Bookings:

- All bookings must be made through [https:// https://www.parentpay.com/](https://www.parentpay.com/).
- All bookings are subject to availability and safe staffing ratios.
- The person making the booking accepts the booking conditions on behalf of the account holder.
- All bookings must be paid for at time of booking unless card instalment plan is selected at time of booking or you are paying by Childcare Vouchers/Tax Free Childcare/Employee Scheme.

Cancellation Notice and Charges:

- It is the account holder's responsibility to cancel sessions. Any booked sessions/lunches which are not attended are still charged. This needs to be done before 8am on the day of the club/lunch.
- A full refund will be issued for booked sessions that are cancelled within the 24-hour notice period.
- All bookings must be made prior to arriving onsite. If you arrive and have not booked a session, your child may not be accepted due to staffing ratios.

Payments and Overdue Balances

- Types of payment available are Credit/Debit card, Childcare Voucher, Tax-Free Childcare or Employee Schemes.
- When paying by Childcare/Tax-Free Childcare or Employee Schemes, please let the office know to credit your Parent Pay account.
- Having an overdue balance may lead to the termination of your child's place within the club.
- If an account holder is experiencing difficulty with payment fees, they should contact the school admin staff as soon as possible. Staff will treat all matters confidentially and arrange for discussions in private.
- The school governors will pass any unrecovered fees to an external debt collection agency. Any fees associated with the debt collection will be passed on to the debtor.

Late Collection Fees:

- If you are late collecting after 4.30pm you will be charged until 5.30pm. A total cost of 37.50.

- A charge of £5 per 15 minutes, after 5.35pm will be applied to all collections made after the booked session end time.

Safeguarding and Welfare:

- We are committed to safeguarding all the children in our care from harm and abuse.
- Staff are obligated to report any suspected child abuse or neglect to the relevant authorities.
- Parents must inform Stainton CE Primary School of any conditions that may affect their child (medical, learning, behavioural, etc). If full information is not provided, this may result in exclusion from certain activities or if it felt necessary, excluding them from using BC/ASC.

Medication:

If medication of any sort (including an inhaler) is required, the following must be in place for your child can attend:

- A completed Permission to Administer Medication form (available from school admin staff).

Collecting:

Children can only be collected by an adult over the age of 16 who has been authorised to collect them.

Exclusion:

Stainton CE Primary School reserves the right to exclude or refuse any person without notice, if we consider that their presence compromises the good atmosphere of the club. Transport home will be the responsibility of the parent and no refund/credit will be available.

Forced Closures:

If Stain CE Primary School is forced to close due to an external factor such as bad weather, infectious or contagious disease outbreak, Power cut, Teacher Strikes or other industrial action, by order of Local Authority or Environmental Health, customers will NOT be liable for fees incurred during the entire period of closure.

Photography:

Stainton CE Primary School will occasionally take photographs/videos which will be used on the school's social media/website. This will be in line with permissions given to school. If you have any concerns please contact the school office.

Complaints:

If you or your child were not entirely satisfied with the services we provided, we would appreciate the feedback. Please see the school's Complaints Policy and Procedure for official steps.

Liability:

Stainton CE Primary School take no responsibility for any items that are lost/stolen or damaged at the club.

Stainton CE Primary School does not accept liability for personal injury or death of any participants unless directly caused by the proven negligence of the company or its servants.

Lost Property:

On request, we will endeavour to return items that can be identified. Unclaimed lost property will be distributed to local charities at the end of each half term.

Parent Abuse of staff:

The threat or use of physical violence, verbal abuse, intimidation or harassment towards our staff is likely to result in a termination of all direct contact. Such incidents may be reported to the Police, and this will always be the case if physical violence is used or threatened.

Data Protection:

Stainton CE Primary School and Parent Pay will collect personal details for you and your child to register and process your booking. It is your responsibility to ensure that you have the necessary permission to pass on the personal details of everyone required. We may hold some of your details for future marketing purposes. Please ensure your Parent Pay account has up to date marketing preferences to let us know if you do not want to receive future communication.

For policies and procedures, please visit www.stainton.cumbria.sch.uk

Parents must agree to the terms and conditions of our booking system to book with us.